

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

ADMINISTRATIVE CLERK 4 (PS101315)

DEPARTMENT: ROADS & BRIDGES

JOB SUMMARY/ESSENTIAL FUNCTIONS: Perform various administrative duties to assist the Administrative Specialist 3. Receive and process work requests. Enter and retrieve data from computer programs. Prepare and edit department records and reports. Assist in the preparation of time sheets. Prepare and reconcile purchase requests and records. Perform diversified administrative duties including answering telephone calls, basic typing, creating and maintaining files, filing and copying, sorting and delivering mail, and assisting with records management. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and three (3) years related administrative experience. Applicants must be detail oriented and should have excellent work histories and excellent references.

Data Entry/Basic Skills test score of 64 is required for this position. Word score of 33 and Excel score of 28 required.

Experience to include excellent customer service and communication skills, both written and oral.

Must be able to efficiently complete tasks by following established guidelines/procedures with minimal direct supervision.

Clerical skills including filing, customer service, math, data entry and correct grammar usage.

Skilled in the operation of all basic office equipment including fax machines.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS DUTIES:

This position is classified as non-exempt and reports directly to the Administrative Specialist 3. Thirty-seven and one half (37.5) hours per week. This position is currently a four-day work week – Tuesday through Friday between the hours of 6:30a.m. - 4:30p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the libraries to apply online.

Administrative Clerk 4 - Grade C10

Date of Posting: 05/31/2016

Entry Level Bi-Weekly Pay Range: \$851.93 - \$979.71

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.